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COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

August 5, 2010

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2011-07

TO: All ISIS HR Paid Agencies

FROM: Andrea P. Hubbard  
Director

SUBJECT: Teachers' Annual Salary File for 2009-2010  
(Retirement Return to Work Input File)

Employers must report to TRSL by August 15 all earnings of all persons paid in the prior fiscal year, including retirees and disability retirees, even if those earnings are for part-time, substitute, temporary, or contract employment. TRSL requests that each employer submit a file of all payees on diskette or via the internet. The file should include all employees paid by that employer, including contract employees.

Agencies should run the Employee YTD Wage Type Results Report (ZF73) to gather data needed for the TRSL reporting requirement. Selection criteria should include:

Date Parameter:	As of other date: "06/30/2010" Fiscal YTD (not the default, Calendar YTD)
Selection Criteria:	Personnel Area Wage Type /101
Status Criteria:	All Employees

ZF73 will display the fiscal year-to-date gross earnings for **all** employees within the agency selected. Add Social Security Number to the report layout and export information into Excel. Format the spreadsheet based on TRSL requirements available in their procedures manual at <http://trsl.org/ezedit/File/ndx182.pdf> (Index 18.2, page 8). Agencies should also follow TRSL requirements for adding other payments made to retirees (e.g., paid by agency through AFS).

In order to comply with TRSL's reporting requirements, refer to TRSL e-mail dated July 13, 2010 and Louisiana Revised statute 11:710(C).

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For questions regarding submission of this information to TRSL, please contact Teachers' Retirement Audit Department at (877) 275-8775 extension 6114 outside the Baton Rouge area or (225) 925-6446 extension 6114. For questions on executing the Employee YTD Wage Type Results Report, please contact the [ISIS HR Help Desk](#). For any additional questions, contact a member of the OSUP Wage and Tax Administration Unit [\\_DOA-OSUP-WTA@la.gov](mailto:_DOA-OSUP-WTA@la.gov) or (225):

Wendy Eggert	342-0714
Tiko Ary	342-1651
Gary Bennett	342-1652

Penny Jones	342-2053
Cindy McClure	342-5346
Tracy Smith	219-0191

APH:WRE/ral

c: Sylvia Miller, TRSL  
Angie Robinson, TRSL